

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 560000

1 MARCH 2000

Manpower Standard

AEROMEDICAL EVACUATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.ngbpdcc.ngb.army.mil/angseries.asp>

OPR: ANG/XPME (Mrs. D. Hooks)
Supersedes ANGMS 5830, 31 Aug 1993

Certified by: ANGRC/CV (Lt Col S. Wassermann)
Pages: 32
Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload in the Aeromedical Evacuation function whose mission is to provide medical airlift support to the Air and Space Expeditionary Forces and to Homeland Security. This standard applies to all ANG wings with an Aeromedical Evacuation mission. It does not apply to Combat Readiness Training Centers (CRTCs). This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Aeromedical Evacuation function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF Information Management tool (IMT) 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base TN 37777-6283.

SUMMARY OF REVISIONS.

This document is substantially revised and must be completely reviewed.

- | | | |
|----|---------------------------|---|
| 1. | STANDARD DATA: | 3 |
| 2. | APPLICATION INSTRUCTIONS: | 3 |
| 3. | STATEMENT OF CONDITIONS: | 4 |

Attachment 1 -	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	5
Attachment 2 -	WORK CENTER DESCRIPTION AEROMEDICAL EVACUATION	9
Attachment 3 -	MANPOWER TABLE	29
Attachment 4 -	VARIANCE LIVE OPERATIONAL MISSION VARIANCE	30
Attachment 5 -	VARIANCE OPERATIONAL MISSION TRAINING VARIANCE	31
Attachment 6 -	VARIANCE LEAD UNIT RESPONSIBILITIES VARIANCE	32

1. STANDARD DATA:

1.1. Approval Date. 21 March 2000.

1.2. Man-hour Data Source. The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Man-hour Equation: $Y = 400.7 + 2.760X$

1.4. Workload Factor (WLF):

1.4.1. Title. An Aeromedical Evacuation Military Authorization Supported.

1.4.2. Definition. The average monthly number of Aeromedical Evacuation military authorizations supported.

1.4.3. Source. Unit Manpower Document (UMD) (34 Command File Part B) maintained by ANG Full Time Requirements (ANG/XPMF).

1.4.4. Points of Contact:

1.4.4.1. Functional: Maj James Leydon, ANG/XOOM

1.4.4.2. Manpower: Mrs. Dora Hooks, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS:

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in [Paragraph 1.3.](#), to determine required man-hours.

2.2. Step 2. Variance. Apply the Positive Mission Variance for Live Operational Mission in [Attachment 4](#). Add man-hours to those determined by the equation.

2.3. Step 3. Variance. Apply the Positive Mission Variance for Operational Mission Training in [Attachment 4](#). Add man-hours to those determined by the equation.

2.4. Step 4. Variance. Apply the Negative Mission Variance for Lead Unit Responsibilities in [Attachment 4](#). Subtract man-hours from those determined by the equation.

2.5. Step 5. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF times the overload factor. Round the fractional manpower up to the next whole number.

2.6. Step 6. Upper and Lower Extrapolation Limits:

$$2.6.1. Y_U = 1004.53$$

$$2.6.2. Y_L = 546.83$$

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four 10-hour days per week to eight 9-hour days and one 8-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

ACEM - Aeromedical Evacuation Crewmember

AES - Aeromedical Evacuation Squadron

AF - Air Force

AFIA - Air Force Inspection Agency

AFJQS - Air Force Job Qualification Standard

AFORMS - Air Force Operations Resource Management System

AFTP - Additional Flying Training Period

AGE - Aerospace Ground Equipment

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

ARM - Aeromedical Readiness Mission

ASCAS - Automated Security Clearance System

ASEV - Aircrew Standardization/Evaluation Visit

AT - Annual Tour (Training)

CAASS - Computer Aided Aircrew Scheduling System

CCQAS - Centralized Credentials Quality Assurance System

CDC/PME - Career Development Course/Professional Military Education

CEM - Contingency Employment Mobility

CEU - Continuing Education Unit

CFETP - Career Field Education and Training Plan

COMMOUT - Communications Outage

COMPES - Contingency Operation Mobility Planning and Execution System

COMSEC - Communications Security

CONOPS - Concept of Operations

CPR - Cardiopulmonary Resuscitation

CRM - Crew Resource Management

CRTC - Combat Readiness Training Center

EAP - Emergency Action Plan

EPE - Emergency Procedure Evaluation

EPSQ - Electronic Personnel Security Questionnaire

FCB - Flight Crew Bulletin

FCIF - Flight Crew Information File

FEF - Flight Evaluation Folder

FEMA - Federal Emergency Management Agency

FMP - Flight Mission Package

GPMRC/TPMRC - Global Patient Movement Requirements Center/Theater Patient Movement Requirements Center

HHQ - Higher Headquarters

HOSM - Host Operations Systems Management

IMPAC - International Merchant Purchase Authorization Card

IMT - Information Management Tool

ISOPREP - Isolated Personnel Report

JMRR - Joint Medical Readiness Report

LOGDET - Logistical Detail

LOGFOR - Logistical Format

MANFOR - Manpower Forces Document

MCIF - Medical Currency Information File

MERC - Medical Equipment Repair Center

MPA - Military Personnel Appropriation

MPF - Military Personnel Flight

MRDSS - Medical Readiness Decision Support System

MRMR - Medical Resource Management Report

MRRR - Mobility Requirements Readiness Roster

MRSP - Mobile Readiness Spares Package
MRT - Medical Readiness Training
NATO - North Atlantic Treaty Organization
NDMS - National Disaster Medical System
NGB - National Guard Bureau
OIC/NCOIC - Officer-In-Charge/Noncommissioned-Officer-In-Charge
OPR - Officer Performance Report
ORE - Operational Readiness Exercise
ORI - Operational Readiness Inspection
ORM - Operational Risk Management
PCIII - Personnel Concept III
QTP - Qualification Training Package
RIP - Report of Individual Personnel
SOF - Supervisory of Flying
SORTS - Status of Resources and Training System
STAN/EVAL - Standardization/Evaluation
STS - Specialty Training Standard
TA - Table of Allowances
TACC - Tanker Airlift Control Center
TDY - Temporary Duty
TO - Technical Order
TODA - Technical Order Distribution Account
UMD - Unit Manpower Document
UPMR - Unit Personnel Management Roster
UTA - Unit Training Assembly
UTC - Unit Type Code
WLF - Workload Factor

Terms

Air National Guard Manpower Standard (ANGMS)--A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances.

Average Monthly Workdays--The average number of days a work center operates during a month to cover stated required weekly hours of operation.

Historical Record--Documented past work performance of the work center.

Man-hour--A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes.

Manpower Range--Varies between stated limits.

Manpower Standard--The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Operational Audit--A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

Programmable Workload Factor--A workload factor (WLF) and definition that matches a program variable found in programming documents that allows the WLF to be programmable (a resource identified in a programming document).

Staffing Pattern--Constant manpower.

Technical Estimate--A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

Work Center Description--A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Variance--A condition that exists that either adds to or subtracts from the core workload, or impacts the way the work is performed. A variance can be the result of environmental, mission or technological differences, and can be either positive or negative.

Attachment 2**WORK CENTER DESCRIPTION****AEROMEDICAL EVACUATION****A2.1. DIRECT:****A2.1.1. MANAGEMENT:****A2.1.1.1. MANAGES AEROMEDICAL EVACUATION SQUADRON (AES):****A2.1.1.1.1. MAINTAINS MANPOWER DOCUMENT:**

A2.1.1.1.1.1. MAINTAINS UNIT PERSONNEL MANAGEMENT ROSTER (UPMR). Receives, reviews and consolidates UPMR personnel data; monitors personnel transaction; reconciles Unit Manpower Document (UMD) data; takes corrective action when needed, and follows up.

A2.1.1.1.1.2. MAINTAINS UMD. Receives, reviews, and consolidates UMD data; prepares manpower change request; reconciles UMD data; takes corrective action, and follows up.

A2.1.1.1.2. RECRUITS PROFESSIONAL/PARAPROFESSIONAL PERSONNEL. Prepares applicant recruitment folder; screens applicant record, including credentials; interviews applicant; and provides recommendation.

A2.1.1.1.3. MAINTAINS MEDICAL CURRENCY INFORMATION FILE (MCIF). Prepares data file, reviews and files data.

A2.1.1.1.4. MAINTAINS SUPPORT AGREEMENT. Develops, reviews and maintains support agreement file. Coordinates and negotiates change to existing agreement.

A2.1.1.1.5. RESPONDS TO CIVILIAN EMPLOYER SUPPORT ISSUE. Receives duty-related inquiry from individual or their employer, researches response, informs or recommends course of action and follows up.

A2.1.1.1.6. PARTICIPATES IN MEETING:

A2.1.1.1.6.1. CONDUCTS OR ATTENDS MEETING. Prepares for and conducts or attends on-base meeting/briefing.

A2.1.1.1.6.2. PREPARES FOR AND ATTENDS STAND-UP.

A2.1.1.2. MANAGES COMMUNICATIONS SECURITY (COMSEC) PROGRAM:

- A2.1.1.2.1. CONTROLS COMSEC MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt and files material.
- A2.1.1.2.2. MAINTAINS COMSEC SAFE:
- A2.1.1.2.2.1. SECURES MATERIAL. Safeguards, inventories, controls access, and maintain access records.
 - A2.1.1.2.2.2. DESTROYS MATERIAL.
 - A2.1.1.2.2.3. CHANGES COMBINATION.
 - A2.1.1.2.2.4. RECEIVES TRAINING AND CERTIFICATION.
- A2.1.1.2.3. COMPLETES CHECKLIST OF COMSEC EQUIPMENT. Ensures KL-43 encryption device (or equivalent) and STU III are secure and functional.
- A2.1.1.2.4. PARTICIPATES IN COMSEC INSPECTION. Participates in inspection and incorporates recommendation/change based on the final report of the inspection.
- A2.1.1.2.5. PREPARES COMSEC OPERATING INSTRUCTION/EMERGENCY ACTION PLAN (EAP).
- A2.1.1.2.6. PERFORMS “DRY RUN” EAP.
- A2.1.1.2.7. BRIEFS COMSEC. Provides comprehensive education, training and awareness of communications safety.
- A2.1.1.2.8. MANAGES SQUADRON OPERATIONAL RISK MANAGEMENT (ORM). Maintains currency as ORM instructor, ensures personnel are trained and actively integrating ORM principles in mission activity. Documents program effectiveness.
- A2.1.1.3. MANAGES SAFETY PROGRAM:
- A2.1.1.3.1. SCHEDULES TRAINING/BRIEFING.
 - A2.1.1.3.2. ISSUES PROTECTIVE EQUIPMENT AND DOCUMENTS RECORD.
- A2.1.1.4. PREPARES REPORT:
- A2.1.1.4.1. PREPARES MEDICAL RESOURCE MANAGEMENT REPORT (MRMR). Prepares report, to include current fiscal year revised estimate and projection for the following fiscal year.

A2.1.1.4.2. PREPARES MEDICAL READINESS DECISION SUPPORT SYSTEM (MRDSS) REPORT. Gathers and compiles data, submits report and maintains record.

A2.1.1.4.3. PREPARES CENTRALIZED CREDENTIALS QUALITY ASSURANCE SYSTEM (CCQAS) REPORT. Gathers and compiles data, submits report and maintains record.

A2.1.1.4.4. PREPARES JOINT MEDICAL READINESS REPORT (JMRR). Gathers and compiles data, submits report and maintains record.

A2.1.1.4.5. PREPARES RESPONSE TO HIGHER HEADQUARTERS (HHQ) SURVEY/INQUIRY. Gathers and compiles data, submits report and maintains record.

A2.1.1.4.6. PREPARES MEDICAL READINESS TRAINING (MRT) REPORT. Gathers and compiles data, submits report and maintains record.

A2.1.1.4.7. PREPARES AIR FORCE INSPECTION AGENCY (AFIA) METRICS REPORT. Gathers and compiles data, submits report and maintains record.

A2.1.1.4.8. PREPARES FLIGHT CURRENCY STATUS REPORT. Gathers and compiles data, submits report and maintains record.

A2.1.2. TRAINING, RESOURCES AND OPERATIONS:

A2.1.2.1. MANAGES ISOLATED PERSONNEL REPORT (ISOPREP) PROGRAM. Monitors DD Form 1833, *Isolated Personnel Report (ISOPREP)*. Schedules ISOPREP card review and photograph. Posts review to Air Force Operations Resource Management System (AFORMS) and files documentation.

A2.1.2.2. MANAGES TRAINING:

A2.1.2.2.1. MANAGES FORMAL TRAINING:

A2.1.2.2.1.1. PREPARES SCHOOL QUOTA PROJECTION.

A2.1.2.2.1.2. RECEIVES AND PROCESSES COURSE REQUEST. Receives and processes training request, forwards to training office, suspenses/tracks, and follows up.

A2.1.2.2.1.3. NOTIFIES INDIVIDUAL AND ALTERNATE. Receives notification of approved school quota from wing training office and notifies individual/alternate.

A2.1.2.2.1.4. DISSEMINATES DOCUMENTATION. Coordinates and forwards indorsed copy of notification of training quota to wing training office.

A2.1.2.2.1.5. BRIEFS UNIT MEMBER. Briefs member on specific course requirement, travel, pay status, and out-processing procedure.

A2.1.2.2.1.6. COORDINATES WITH FORMAL SCHOOL REPRESENTATIVE. Coordinates with formal school on disciplinary action, special requirement, or other personnel/pay action.

A2.1.2.2.1.7. COORDINATES CHANGE. Coordinates and processes change to training quota.

A2.1.2.2.1.8. ACCOMPLISHES OUTPROCESSING/INPROCESSING. Outprocesses/inprocesses unit member upon departure/return.

A2.1.2.2.1.9. PROCESSES TRAINING WAIVER.

A2.1.2.2.1.10. REQUESTS AND SCHEDULES COURSE EXAMINATION. Requests examination, receives examination notification, coordinates with the supervisor and trainee, and schedules trainee for examination.

A2.1.2.2.1.11. PREPARES CAREER DEVELOPMENT COURSE/PROFESSIONAL MILITARY EDUCATION (CDC/PME) PROGRESS REPORT. Gathers and compiles data, submits report and maintains record.

A2.1.2.2.2. MANAGES TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:

A2.1.2.2.2.1. SCHEDULES TRAINING. Reviews individual training record/job proficiency guide, determines training requirement, develops/reviews training plan, and schedules training.

A2.1.2.2.2.2. ANNOTATES TRAINING RECORD UPON COMPLETION OF TRAINING.

A2.1.2.2.3. MANAGES TRAINING PUBLICATION. Reviews, maintains, and distributes Career Field Education and Training Plan (CFETP), Specialty Training Standards (STS), Qualification Training Package (QTP), and Air Force Job Qualification Standard (AFJQS).

A2.1.2.2.4. MANAGES PROFESSIONAL DEVELOPMENT TRAINING:

A2.1.2.2.4.1. COORDINATES CONTINUING EDUCATION UNITS (CEU) PROGRAM.

A2.1.2.2.4.2. MANAGES MEDICAL SUSTAINMENT TRAINING PROGRAM. Develops, coordinates, monitors, and administers medical sustainment training program.

A2.1.2.2.4.3. COORDINATES IN-SERVICE EDUCATION PROGRAM. Schedules in-service education and coordinates with other agency.

A2.1.2.2.4.4. VERIFIES MEDICAL TRAINING QUALIFICATION. Verifies documentation.

A2.1.2.3. MANAGES RESOURCE:

A2.1.2.3.1. EXECUTES BUDGET:

A2.1.2.3.1.1. MANAGES INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD (IMPAC) PROGRAM:

A2.1.2.3.1.1.1. ENSURES FUNDS ARE AVAILABLE.

A2.1.2.3.1.1.2. PLACES ORDER AND ENSURES RECEIPT FROM VENDOR. Competes as required.

A2.1.2.3.1.1.3. TRAVELS TO PICK UP PURCHASE AT VENDOR IF NECESSARY.

A2.1.2.3.1.1.4. MAINTAINS IMPAC FOLDER.

A2.1.2.3.1.2. MONITORS CONTRACTING AND ACQUISITION PURCHASE. Coordinates with agency for purchase approval, reviews and validates obligation document.

A2.1.2.3.1.3. MONITORS BLANKET PURCHASE AGREEMENT ACTION.

A2.1.2.3.2. MANAGES MEDICAL EQUIPMENT:

A2.1.2.3.2.1. DETERMINES MEDICAL EQUIPMENT REQUIREMENT. Reviews/validates Table of Allowances (TA). Manages issue/turn-in, researches stock number or nomenclature, writes justification, submits request and accomplishes follow-up action.

A2.1.2.3.2.2. PROCESSES DD FORM 200, *FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS*.

A2.1.2.3.2.3. COORDINATES EQUIPMENT MAINTENANCE. Coordinates scheduling of maintenance, travels to deliver and pick up equipment, and

annotates record of equipment other than Aerospace Ground Equipment (AGE), electronic communications equipment, and Medical Equipment Repair Center (MERC) equipment.

A2.1.2.3.2.4. COORDINATES AGE MAINTENANCE. Monitors and schedules repair of AGE. Obtains AGE part and supply. Includes generator, hunter heater, and/or immersion heater.

A2.1.2.3.2.5. COORDINATES ELECTRONIC COMMUNICATIONS EQUIPMENT MAINTENANCE. Monitors and schedules repair of electronic communications equipment.

A2.1.2.3.2.6. COORDINATES MERC EQUIPMENT MAINTENANCE. Coordinates user operational and/or calibration check of equipment.

A2.1.2.3.2.7. MONITORS STATUS OF EQUIPMENT LOANED TO OTHER UNIT.

A2.1.2.3.2.8. MAINTAINS CUSTODIAL DOCUMENT. Receives listing from Supply, posts change to record, resolves discrepancy and annotates listing to validate authorized equipment item.

A2.1.2.3.3. MANAGES MEDICAL SUPPLY. Conducts shelf life, controlled item, and other inventory of supply on hand and ensures accuracy of record. Documents inventory.

A2.1.2.3.4. MANAGES MOBILE READINESS SPARES PACKAGE (MRSP). Manages deployment asset.

A2.1.2.3.4.1. MAINTAINS DEPLOYMENT BAG. Inventories, cleans, inspects, replaces, and maintains deployment bag.

A2.1.2.3.4.2. MAINTAINS AND INVENTORIES INDIVIDUAL PERSONNEL MOBILITY ASSET. Maintains and inventories survival equipment and weapon.

A2.1.2.3.4.3. CONTROLS MUNITIONS ACCOUNT. Inventories, inspects and forecasts munitions.

A2.1.2.3.4.4. MAINTAINS MEDICAL SUPPLY IN UNIT TYPE CODE (UTC) EQUIPMENT PACKAGE. Receives, inspects and replaces expired item in UTC equipment package.

A2.1.2.3.4.5. INVENTORIES MRSP:

A2.1.2.3.4.5.1. PERFORMS SCHEDULED INVENTORY.

A2.1.2.3.4.5.2. PERFORMS INVENTORY UPON RECEIPT OF MRSP.

A2.1.2.3.4.5.3. PERFORMS INVENTORY AFTER USE OF MRSP:

A2.1.2.3.4.5.3.1. PERFORMS INVENTORY AFTER DEPLOYMENT.
Non-UTC deployment.

A2.1.2.3.4.5.3.2. PERFORMS INVENTORY AFTER AEROMEDICAL
READINESS MISSION (ARM).

A2.1.2.3.4.6. CONDUCTS INVENTORY OF CONTROLLED
SUBSTANCE IN MRSP.

A2.1.2.3.5. CONDUCTS FACILITY INSPECTION:

A2.1.2.3.5.1. CONDUCTS OFFICE FACILITY INSPECTION. Inspects facility
for hazardous material storage and controlled access area security (e.g., hazardous
chemical, liquid oxygen, controlled area, fire extinguisher, etc.).

A2.1.2.3.5.2. CONDUCTS WAREHOUSE/EQUIPMENT MAINTENANCE
FACILITY INSPECTION. Inspects facility for hazardous material storage,
infectious waste disposal, and/or security of UTC package and medical equipment
package (e.g., hazardous chemical, liquid oxygen, UTC package, infectious waste,
medical equipment package, etc.).

A2.1.2.3.6. MONITORS VEHICLE PROGRAM. Inventories, cleans and stocks
vehicle, and coordinates with vehicle maintenance function. Delivers to and picks up
from vehicle maintenance (e.g., 1008, 1 1/2 and/or 2 1/2 ton trucks, trailer).

A2.1.2.4. MANAGES DEPLOYMENT:

A2.1.2.4.1. MANAGES CONCEPT OF OPERATIONS (CONOPS):

A2.1.2.4.1.1. DEVELOPS CONOPS.

A2.1.2.4.1.2. COORDINATES CONOPS. Coordinates plan with host facility,
other agency and/or HHQ.

A2.1.2.4.1.3. DISSEMINATES CONOPS. Upon completion of CONOPS,
distributes to supporting agency and squadron personnel.

A2.1.2.4.1.4. CONDUCTS PRE-SITE VISIT. Performs site survey and prepares
report.

A2.1.2.4.1.5. DEVELOPS CONSOLIDATED FISCAL REQUIREMENT. Projects workdays, travel and per diem; and consolidates and coordinates financial requirement.

A2.1.2.4.1.6. PREPARES AND DISSEMINATES AFTER-ACTION REPORT. Prepares, coordinates, distributes and files report.

A2.1.2.4.2. ASSISTS IN THE PREPARATION OF THE WING MOBILITY PLAN, IDENTIFIES MOBILITY RESOURCE, AND EVALUATES AES UNIT READINESS CAPABILITY.

A2.1.2.4.3. PREPARES FOR EXERCISE/DEPLOYMENT:

A2.1.2.4.3.1. PREPARES FOR AND PARTICIPATES IN THE PLANNING AND SCHEDULING FOR EXERCISE.

A2.1.2.4.3.2. COORDINATES EXERCISE/DEPLOYMENT. Coordinates with base agency for travel, equipment/uniform issue, force protection, intelligence, medical intelligence, immunizations, weapons and munitions, family support, wills, power of attorney, identification card (other than ISOPREP), and other personnel and readiness issues.

A2.1.2.4.3.3. MANAGES PERSONNEL DEPLOYMENT FOLDER. Establishes, inventories, updates and maintains folder.

A2.1.2.4.3.4. OVERSEES/COORDINATES LEAD UNIT TASKING RESPONSIBILITY.

A2.1.2.4.4. PREPARES FOR REAL WORLD CONTINGENCY:

A2.1.2.4.4.1. COORDINATES WITH DEPLOYMENT PLANNER. Coordinates and validates UTC requirement (for deployment) to meet operational need.

A2.1.2.4.4.2. ACCOMPLISHES LOAD PLANNING. Accomplishes planning, identifies cargo/increment requirement and completes load listing.

A2.1.2.4.4.3. ISSUES MOBILITY EQUIPMENT. Ensures issue of complete mobility bag and organizational equipment.

A2.1.2.4.5. MAINTAINS MOBILITY SYSTEM. Reviews and updates/validates Mobility Requirements Readiness Roster (MRRR)/Logistical Detail (LOGDET), Manpower Forces Document (MANFOR), Logistical Format (LOGFOR) and Contingency Operation Mobility Planning and Execution System (COMPES) requirement.

A2.1.2.4.6. MANAGES RECALL:

A2.1.2.4.6.1. ACCOMPLISHES TELEPHONE RECALL/COMMUNICATIONS OUTAGE (COMMOUT). Accomplishes scheduled recall.

A2.1.2.4.6.2. ACCOMPLISHES READINESS RECALL. Accomplishes unscheduled recall to test personnel recall data and unit's ability to recall a percentage of personnel within restricted timeframe.

A2.1.2.4.6.3. MAINTAINS DATABASE. Documents response data, forwards report, and updates database.

A2.1.2.5. MANAGES STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) REPORT. Compiles data; prepares worksheet; computes C-level rating; resolves discrepancy; prepares report; briefs commander; submits, files and secures report.

A2.1.2.6. PERFORMS AIR OPERATION. Performs weekday flying mission/management.

A2.1.2.6.1. PERFORMS AIRCREW DUTY.

A2.1.2.6.2. CONDUCTS AIRCREW TRAINING:

A2.1.2.6.2.1. DETERMINES TRAINING REQUIREMENT.

A2.1.2.6.2.2. DEVELOPS TRAINING MATERIAL. Develops, reviews and/or updates training material (e.g., unit familiarization, initial/requalification ground training, instructor upgrade, Aeromedical Evacuation Crewmember [AECM]/I continuation training and/or deficient area).

A2.1.2.6.2.3. SCHEDULES PERSONNEL FOR AIRCREW TRAINING. Schedules unqualified personnel for aircrew training.

A2.1.2.6.2.4. CONDUCTS TRAINING:

A2.1.2.6.2.4.1. CONDUCTS GROUND TRAINING.

A2.1.2.6.2.4.2. CONDUCTS AERIAL FLIGHT TRAINING.

A2.1.2.6.2.5. DOCUMENTS TRAINING. Reviews/maintains AF IMT 4022, *Aircrew Training Folder*.

A2.1.2.6.2.6. CONDUCTS FOLLOW-UP ACTION ON TRAINING. Evaluates effectiveness of training, makes recommendation with regard to additional training or other action.

A2.1.2.6.2.7. COMPILES TRAINING REPORT.

A2.1.2.6.3. ACCOMPLISHES STANDARDIZATION/EVALUATION (STAN/EVAL). Evaluates AECM.

A2.1.2.6.3.1. ACCOMPLISHES AERIAL FLIGHT EVALUATION:

A2.1.2.6.3.1.1. PREPARES FOR FLIGHT EVALUATION.

A2.1.2.6.3.1.2. CONDUCTS EVALUATION OF AECM. Includes Emergency Procedure Evaluation (EPE), flight and de-brief.

A2.1.2.6.3.1.3. ADMINISTERS NO-NOTICE EVALUATION.

A2.1.2.6.3.2. ADMINISTERS/MONITORS EXAMINATION. Administers examination, monitors according to regulatory requirement, grades and records examination.

A2.1.2.6.3.3. ACCOMPLISHES ADMINISTRATION OF AECM PROGRAM:

A2.1.2.6.3.3.1. DEVELOPS AND COORDINATES AIRCREW EVALUATION SCHEDULE.

A2.1.2.6.3.3.2. DOCUMENTS FLIGHT EVALUATION:

A2.1.2.6.3.3.2.1. REVIEWS FLIGHT EVALUATION FOR COMPLETENESS.

A2.1.2.6.3.3.2.2. PREPARES DOCUMENTATION. Prepares documentation. Records deficiency/substandard performance result and forwards to appropriate agency.

A2.1.2.6.3.3.3. REVIEWS FLIGHT EVALUATION FOLDER (FEF).

A2.1.2.6.3.3.4. COORDINATES WITH SUPERVISOR OF FLYING (SOF). Provides SOF with documentation to validate currency of aircrew member when discrepancy occurs.

A2.1.2.6.3.3.5. PREPARES TREND ANALYSIS. Accomplishes analysis of training shortfall and prepares trend analysis.

A2.1.2.6.3.3.6. MANAGES PUBLICATION. Maintains overall publications program for aircrew member.

A2.1.2.6.3.3.6.1. MAINTAINS AIRCREW PUBLICATION. Orders, reviews, maintains and distributes aircrew publication.

A2.1.2.6.3.3.6.2. REVIEWS AND MAINTAINS AF IMT 847.

A2.1.2.6.3.3.6.3. PREPARES AND MAINTAINS FLIGHT CREW INFORMATION FILE (FCIF) AND FLIGHT CREW BULLETIN (FCB). Receives and reviews message traffic, prepares FCIF, FCB and individual FCIF card.

A2.1.2.6.3.3.6.4. MAINTAINS INDIVIDUAL AIRCREW PUBLICATIONS PACKET. Reviews and maintains individual publication packet.

A2.1.2.6.4. MANAGES AEROMEDICAL READINESS MISSION (ARM):

A2.1.2.6.4.1. ENSURES PERSONNEL MEET PREREQUISITES FOR FLIGHT. Verifies currency of flight physical, immunization, altitude chamber, life support training (survival and ditching), emergency egress, cardiopulmonary resuscitation (CPR), and Standardization/Evaluation.

A2.1.2.6.4.2. SCHEDULES MEDICAL AIRCREW PERSONNEL FOR ARM. Considers currency, training status, mission qualification cycle, and grounding item. Coordinates and prepares schedule for actual and simulated Aeromedical evacuation mission.

A2.1.2.6.4.3. CREATES FLIGHT AUTHORIZATION ORDER, TRAINING GOAL AND PAY SHEET.

A2.1.2.6.4.4. MAINTAINS DATABASE. Maintains flight authorization in Computer Aided Aircrew Scheduling System (CAASS).

A2.1.2.6.5. COORDINATES FLIGHT SCHEDULE. Attends flying scheduling meeting and inputs projection and request for local and cross-country ARM. Coordinates change to flying schedule.

A2.1.2.6.6. DEVELOPS FLIGHT MISSION PACKET (FMP). Develops or makes change to FMP.

A2.1.2.6.7. REVIEWS/REVISES MISSION SCENARIO. Performs regulatory requirement for variance of scenario for flight or timeframe.

A2.1.2.6.8. ASSEMBLES AF IMT 3835, *AEROMEDICAL MISSION MANAGEMENT FOLDER, PART 1*.

A2.1.2.6.9. COMPLETES AF IMT 3829, *MEDICAL CREW MANIFEST*.

A2.1.2.6.10. MANAGES SIMULATED PATIENT PARTICIPATION:

A2.1.2.6.10.1. DETERMINES SIMULATED PATIENT STATUS.

A2.1.2.6.10.2. VERIFIES SIMULATED PATIENT EVACUATION MANIFEST.

A2.1.2.6.11. COMPLETES PREFLIGHT MISSION CHECKLIST.

A2.1.2.6.12. PREPARES CROSS-COUNTRY MISSION INFORMATION PACKET.

A2.1.2.6.13. COORDINATES OVERNIGHT MISSION. Coordinates billeting, transportation and scheduling. Prepares crew listing for billeting. Prepares information sheet for officer-in-charge/noncommissioned-officer-in-charge (OIC/NCOIC).

A2.1.2.6.14. REVIEWS AF IMT 4022.

A2.1.2.7. MANAGES SPECIAL MISSION. Plans/coordinates special mission. Includes, but not limited to, National Disaster Medical System (NDMS), Federal Emergency Management Agency (FEMA), disaster, emergency, etc.

A2.1.2.8. MANAGES UNIT TYPE CODE (UTC):

A2.1.2.8.1. COORDINATES, REVIEWS, PROCESSES, AND MAINTAINS UTC REQUIREMENT.

A2.1.2.8.2. PROCESSES EQUIPMENT FOR SHIPMENT. Retrieves equipment from warehouse stock and builds, weighs, nets pallet and prepares packing slip.

A2.1.2.8.3. DEPLOYS PALLET. Coordinates movement of pallet by aircraft/ground transport.

A2.1.2.8.4. RECEIVES EQUIPMENT AFTER DEPLOYMENT OF UTC. (Deployment of UTC with or without personnel.) Travels to marshaling area to retrieve equipment; transports equipment back to unit; breaks down pallet; cleans, replaces/repairs damaged/missing equipment and restocks warehouse.

A2.1.2.9. MANAGES AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEM (AFORMS):

A2.1.2.9.1. MONITORS AFORMS. Operates, maintains, interprets, and monitors AFORMS, applicable directive governing AFORMS, and aircrew information at the squadron level. Ensures compliance with privacy act requirement.

A2.1.2.9.2. MAINTAINS AFORMS DATABASE. Inputs and retrieves data; validates and verifies database information; assigns/reassigns individual to various tables; tracks training accomplishment (flying/continuation and ground/additional); analyzes data to determine crew qualification/currency; determines aviation service action; and coordinates with Host Operations Systems Management (HOSM).

A2.1.2.9.3. CONDUCTS/COORDINATES FLIGHT RECORD REVIEW.

A2.1.2.10. PREPARES LOCAL OPERATING PROCEDURE. Prepares, coordinates and maintains local operating procedure.

A2.1.2.11. MANAGES CREW RESOURCE MANAGEMENT (CRM) PROGRAM. Maintains currency as CRM instructor, ensures flying personnel are trained and actively integrating CRM principles in mission activity. Documents program effectiveness.

A2.1.3. ADMINISTRATIVE SUPPORT:

A2.1.3.1. MANAGES SPECIAL ORDERS AND WORKDAYS:

A2.1.3.1.1. PREPARES/PROCESSES SPECIAL ORDER. Prepares order, amendment, or revocation order; distributes order; and maintains order record.

A2.1.3.1.2. PROCESSES ORDER. Processes order received from other agency; includes North Atlantic Treaty Organization (NATO), formal school, and contingency employment mobility (CEM) orders.

A2.1.3.1.3. MANAGES WORKDAYS. Tracks/reconciles workday usage; coordinates workday shortfall; and prepares workday usage report.

A2.1.3.2. ADMINISTERS SECURITY PROGRAM:

A2.1.3.2.1. REVIEWS AND ANNOTATES AUTOMATED SECURITY CLEARANCE SYSTEM (ASCAS) ROSTER.

A2.1.3.2.2. INITIATES AF IMT 2583, *REQUEST FOR PERSONNEL SECURITY ACTION*, FOR PRIOR SERVICE PERSONNEL.

A2.1.3.2.3. INITIATES SECURITY CLEARANCE ACTION FOR OFFICER PERSONNEL ASSESSIONS.

A2.1.3.2.4. RESPONDS TO RECERTIFICATION REQUIREMENT. Completes application for security clearance on Electronic Personnel Security Questionnaire (EPSQ); encrypts; downloads to disk; and forwards to Security Police.

A2.1.3.2.5. MANAGES RESTRICTED AREA ACCESS:

A2.1.3.2.5.1. INITIATES/PROCESSES AF IMT 2586, *UNESCORTED ENTRY AUTHORIZATION CERTIFICATE*.

A2.1.3.2.5.2. CONDUCTS LINE BADGE INVENTORY. Conducts inventory and investigates/follows up on lost badge.

A2.1.3.2.5.3. CONDUCTS ESCORT OFFICIAL TRAINING.

A2.1.3.2.6. CONDUCTS SECURITY BRIEFING. Conducts weekday briefing for newly assigned unit personnel.

A2.1.3.3. MANAGES ACTIVE/INACTIVE DUTY PARTICIPATION:

A2.1.3.3.1. PROCESSES REQUEST FOR UNIT TRAINING ASSEMBLY (UTA) EXCUSAL/RESCHEDULE/MAKE-UP. Receives request, verifies with supervisor for approval/disapproval; prepares documentation; maintains log; and follows up on accomplishment.

A2.1.3.3.2. TRACKS ACTIVE/INACTIVE DUTY PARTICIPATION. Verifies requirement and tracks participation in Military Personnel Appropriation (MPA), Additional Flying Training Period (AFTP), UTA, and Annual Tour (AT).

A2.1.3.3.3. CALCULATES PARTICIPATION RATE AND COORDINATES/VALIDATES WITH OTHER AGENCY AND/OR SUPERVISOR.

A2.1.3.3.4. PREPARES CORRESPONDENCE/REPORT. Prepares notification correspondence and UTA make-up/AFTP usage report, and maintains record.

A2.1.3.4. MANAGES PERSONNEL PROGRAM:

A2.1.3.4.1. MONITORS OFFICER PERFORMANCE REPORT (OPR). Establishes suspense; proofreads, makes administrative change, and forwards package for action. Follows up and maintains log.

A2.1.3.4.2. MONITORS ENLISTED PERFORMANCE REPORT. Establishes suspense; proofreads, makes administrative change, and forwards package for action. Follows up and maintains log.

A2.1.3.4.3. MONITORS AWARDS AND DECORATIONS PROGRAM. Requests Report of Individual Personnel (RIP), establishes suspense, proofreads package,

makes administrative change, and forwards to Military Personnel Flight (MPF). Follows up and maintains log. Receives, reviews, documents, prepares and distributes award and presentation item.

A2.1.3.4.4. MONITORS PROMOTION RECOMMENDATION PROGRAM. Requests RIP, establishes suspense, proofreads package, makes administrative change, and forwards to MPF. Follows up and maintains log.

A2.1.3.4.5. PROCESSES INCOMING UNIT PERSONNEL. Conducts unit briefing for newly assigned member. Provides assistance, establishes record, and indorses checklist.

A2.1.3.4.6. PROCESSES OUTGOING UNIT PERSONNEL. Provides member outgoing checklist, indorses checklist upon completion, provides outbriefing, retrieves issued item, and files documentation.

A2.1.3.4.7. PROCESSES PERSONNEL ACTION. Prepares form for administrative assignment, involuntary/voluntary separation, classification, training, relocation action or duty status change action. Assembles data, determines action, advises member, briefs commander, accomplishes commander's endorsement, coordinates status, processes and forwards package. Follows up and maintains log.

A2.1.3.4.8. PROCESSES/ASSISTS PAY ACTION. Certifies National Guard Bureau (NGB) 105M, *Authorization for Inactive Duty Training*; authenticates statement of tour of duty; assists in resolution of pay difficulty; advises member on adverse pay action; and reviews and certifies active/inactive duty pay document for submission.

A2.1.3.4.9. MANAGES PASSPORT. Initiates application process, verifies accuracy of form, assembles and verifies supporting documentation package. Obtains signature of individual and unit official. Forwards to appropriate agency and follows up on application status. Accomplishes inventory. Updates tracking program with passport number and expiration date. Secures passport. Processes passport change.

A2.1.3.5. PROVIDES ADMINISTRATIVE SUPPORT:

A2.1.3.5.1. TYPES CORRESPONDENCE, REPORT, FORM, AND SIMILAR MATERIAL. Types, processes, monitors and files.

A2.1.3.5.2. PROCESSES DISTRIBUTION:

A2.1.3.5.2.1. PROCESSES UNCLASSIFIED INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.

A2.1.3.5.2.2. PROCESSES UNCLASSIFIED OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.

A2.1.3.5.3. ACCOMPLISHES REPRODUCTION/DUPLICATION. Utilizes base asset to produce copies as needed; coordinates with other agencies for service if not available on site.

A2.1.3.5.4. MAINTAINS UNIT PUBLICATIONS LIBRARY. Procures current publication (electronically or through base Publications Distribution Office) and reviews index to determine requirement and change.

A2.1.3.5.5. MAINTAINS TECHNICAL ORDER (TO) FILE. Accomplishes research for applicability; orders; maintains suspense file; receives and distributes technical order; maintains microfiche; follows up; maintains and accomplishes review of Technical Order Distribution Account (TODA).

A2.1.3.5.6. MANAGES MEDICAL MULTIMEDIA LIBRARY/TRAINING MATERIAL. Requests, receives, maintains and inventories multimedia library and equipment; develops and maintains library course catalog.

A2.1.3.6. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

A2.1.3.6.1. ESTABLISHES CORRESPONDENCE FILE. Researches regulation, amends file plan, prepares file control label, and prepares new file folder. Reviews file material, destroy, or prepare material for storage.

A2.1.3.6.2. UPDATES CORRESPONDENCE FILE. Establishes file, updates file, and files correspondence.

A2.1.3.7. MAINTAINS PERSONNEL LOCATOR FILE. Maintains card or database.

A2.1.3.8. CONTROLS CLASSIFIED MATERIAL. Maintains classified material other than COMSEC.

A2.1.3.8.1. PROCESSES CLASSIFIED MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.

A2.1.3.8.2. INVENTORIES CLASSIFIED MATERIAL. Verifies accountability of material.

A2.1.3.8.3. DESTROYS CLASSIFIED MATERIAL. Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.

A2.1.3.9. MAINTAINS STOCK OF BLANK FORMS.

A2.1.3.10. MAINTAINS BULLETIN BOARD.

A2.1.3.11. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

A2.1.3.12. MAINTAINS OFFICE EQUIPMENT. Cleans equipment, dusts equipment, changes ribbon, toner, and makes minor adjustment.

A2.1.3.13. MAINTAINS MICROCOMPUTER SYSTEM. Installs software, modifies software, deletes outdated file, and backs-up file.

A2.1.3.14. MANAGES COMPUTER DATABASE/PROGRAM:

A2.1.3.14.1. OPERATES MEDICAL READINESS TRAINING (MRT). Inputs, retrieves, manipulate, and disseminate data.

A2.1.3.14.2. OPERATES MEDICAL READINESS DECISION SUPPORT SYSTEM (MRDSS). Inputs, retrieves, manipulate, and disseminate data.

A2.1.3.14.3. OPERATES PERSONNEL CONCEPT III (PC-III) COMPUTER SYSTEM AT UNIT LEVEL. Updates personnel data file, requests, retrieves and distributes product.

A2.1.4. TECHNICAL GUIDANCE/INFORMATION. Answers customer inquiry. Provides technical guidance, information, or expertise; interprets regulation, directive or operating procedure; and provides input. Advises commander, other work center, HHQ and/or other agency.

A2.1.5. UNIT TRAINING ASSEMBLY PREPARATION:

A2.1.5.1. ATTENDS EXECUTIVE COUNCIL/TEAM MEETING. Performs planning and scheduling task associated with UTA. Attends Executive Council/Team meeting in preparation for UTA.

A2.1.5.2. PREPARES UTA BULLETIN/SCHEDULE. Coordinates, prepares, reproduces, and distributes UTA bulletin/schedule; and resolves schedule conflict.

A2.1.5.3. COORDINATES/SCHEDULES IMMUNIZATION/PHYSICAL FOR UNIT MEMBER.

A2.1.6. INSPECTION. Prepares for and participates in inspection event (e.g., Operational Readiness Inspection [ORI], Operational Readiness Exercise [ORE], Aircrew Standardization/ Evaluation Visit [ASEV], metrics audit).

A2.1.7. TEMPORARY DUTY (TDY). Performs TDY in augmentation of HHQ Inspection Team; in support of Staff Assistance Visit to peer unit for crosstell, benchmarking; working group participation, etc.

A2.2. AEROMEDICAL EVACUATION OPERATIONAL MISSION.

A2.2.1. OPERATIONAL MISSION:

A2.2.1.1. COORDINATES/LAUNCHES OPERATIONAL MISSION:

A2.2.1.1.1. COORDINATES/NEGOTIATES OPERATIONAL MISSION SCHEDULE:

A2.2.1.1.1.1. COORDINATES/NEGOTIATES SCHEDULE WITH 22ND AIR FORCE AND TANKER AIRLIFT CONTROL CENTER (TACC).

A2.2.1.1.1.2. COORDINATES SCHEDULE WITH WING CURRENT OPERATIONS.

A2.2.1.1.1.3. COORDINATES SCHEDULE WITH AEROMEDICAL EVACUATION NURSING SERVICE.

A2.2.1.1.1.4. COORDINATES SCHEDULE WITH OTHER AEROMEDICAL EVACUATION SQUADRONS.

A2.2.1.1.1.5. COORDINATES SCHEDULE WITH HIGHER HEADQUARTERS (HHQ).

A2.2.1.1.1.6. COMPLETES SCHEDULE AND DISTRIBUTES.

A2.2.1.1.2. COORDINATES MISSION REQUIREMENT:

A2.2.1.1.2.1. COORDINATES MISSION WORKDAY REQUIREMENT WITH TACC.

A2.2.1.1.2.2. COORDINATES MISSION PER DIEM REQUIREMENT WITH AIR MOBILITY COMMAND/SURGEON GENERAL (AMC/SG).

A2.2.1.1.2.3. COORDINATES CREW ASSIGNMENT WITH GLOBAL PATIENT MOVEMENT REQUIREMENTS CENTER/THEATER PATIENT MOVEMENT REQUIREMENTS CENTER (GPMRC/TPMRC) FOR EACH MISSION.

A2.2.1.1.2.4. COORDINATES MISSION DIVERSION/DELAY WITH EXTERNAL AGENCY.

A2.2.1.1.2.5. ANALYZES MISSION INFORMATION FOR SPECIAL EQUIPMENT/CRITICAL PATIENT.

A2.2.1.1.3. BRIEFS OUTGOING CREW ON MISSION REQUIREMENT.

A2.2.1.1.4. SUPERVISES SET-UP OF EQUIPMENT FOR OPERATIONAL MISSION.

A2.2.1.1.5. SCHEDULES LAUNCH AND RECOVERY PERSONNEL.

A2.2.1.1.6. ACTS AS MISSION CONTROL CENTER DURING MISSION LAUNCH AND RECOVERY OPERATION.

A2.2.1.2. RECOVERS INCOMING MISSION AND DEBRIEFS CREW.

A2.2.1.3. TRANSMITS MISSION COMPLETION DATA TO GPMRC.

A2.2.1.4. MANAGES CONTROLLED SUBSTANCE. Obtains, monitors shelf life, secures, replenishes, and issues/signs out controlled substance to AES medical personnel.

A2.2.1.5. MAINTAINS SQUADRON SHOT RECORDS:

A2.2.1.5.1. SCREENS SHOT RECORD PRIOR TO OPERATIONAL MISSION.

A2.2.1.5.2. MAINTAINS AND INVENTORIES SQUADRON SHOT RECORDS.

A2.2.2. AEROMEDICAL EVACUATION OPERATIONAL MISSION TRAINING.

A2.2.2.1. OPERATIONAL MISSION TRAINING. Provides operational mission training for member of other Aeromedical Evacuation Squadron.

A2.2.2.2. COORDINATES WITH PARENT UNIT. Ascertains individual's training needs, skills, etc. Coordinates order/order requirement and NATO order. Provides information regarding country's Public Health requirement.

A2.2.2.3. COORDINATES TRANSPORTATION/BILLETING. Coordinates transportation and billeting before, during, and after mission.

A2.2.2.4. COORDINATES INTELLIGENCE BRIEFING FOR INDIVIDUAL PRIOR TO MISSION.

A2.2.2.5. INCORPORATES INDIVIDUAL INTO MISSION PLAN.

A2.2.2.6. SENDS INFORMATION PACKAGE TO INDIVIDUAL.

A2.2.2.7. SCREENS RECORD. Screens individual's shot record, passport and orders.

A2.2.2.8. CONDUCTS TRAINEE C-141 CERTIFICATION TRAINING. Familiarizes individual with C-141 aircraft.

A2.2.2.9. CERTIFIES TRAINING AFTER COMPLETION OF MISSION.

A2.3. INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

A3.1. Standard Manpower Table.

STANDARD MANPOWER TABLE							
WORK CENTER/FAC Aeromedical Evacuation/560000		APPLICABILITY MANHOUR Not Applicable					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Health Services Administrator	041AX	Civ	1	1	1	1	
Aerospace Medical Svc	4N0X1	Civ	3	4	5	6	
Total			4	5	6	7	

A3.2. Air Force Specialty Code (AFSC) Substitution. Appropriate AFSCs (e.g., 4A0X1, Health Services Management; 3S2X1, Education and Training; 4A1XX, Medical Materiel) may be substituted at the discretion of the Commander.

Attachment 4**VARIANCE****Live Operational Mission Variance**

A4.1. TITLE. Positive Mission Variance for Live Operational Mission

A4.2. DEFINITION. Performance of live operational missions (live patient movement) on a full-time basis.

A4.3. IMPACT. $Y = + 41.89$ man-hours.

A4.4. APPLICABILITY. The variance applies to the 183AES MS.

Attachment 5

VARIANCE

Operational Mission Training Variance

A5.1. TITLE. Positive Mission Variance for Operational Mission Training

A5.2. DEFINITION:

A5.2.1. Performance of operational mission training for other ANG Aeromedical Evacuation units' personnel.

A5.2.2. Unit performs Operational Missions (live patient movement) on a full-time basis. As a result of this performance, the unit is tasked by higher headquarters to provide Operational Mission Training for members of other AES units.

A5.3. IMPACT. Y = + 20.5 man-hours.

A5.4. APPLICABILITY. The variance applies to the 183AES MS.

Attachment 6**VARIANCE****Lead Unit Responsibilities Variance**

A6.1. TITLE. Negative Mission Variance for Lead Unit Responsibilities

A6.2. DEFINITION:

A6.2.1. Non-performance of "lead unit" responsibilities performed by other ANG Aeromedical Evacuation units. Lead unit responsibilities routinely not assigned to 183AES MS due to their performance of live operational missions and operational mission training.

A6.2.2. Man-hours expended on this task by other AES units were measured and averaged to determine negative man-hours. Refer to task A2.1.2.4.3.4., under preparation for exercise/deployment.

A6.3. IMPACT. Y = - 26.11 man-hours.

A6.4. APPLICABILITY. The variance applies to the 183AES MS.